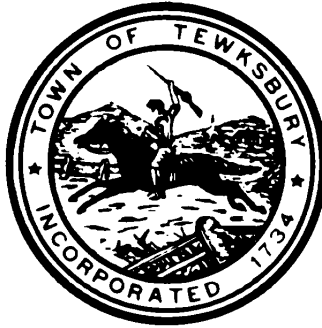


# **ANNUAL TOWN MEETING**

**2015  
WARRANT**



## **TOWN OF TEWKSBURY COMMONWEALTH OF MASSACHUSETTS**

### **Finance Committee Public Hearing**

**April 22, 2015    7:00 P.M.**  
Pike House, 464 Main Street

### **Annual Town Meeting**

**May 4, 2015    8:00 P.M.**  
Tewksbury Memorial High School

**Town of Tewksbury Website: <http://www.tewksbury-ma.gov>**

**Facebook: Town of Tewksbury**

**Twitter: @TownofTewksbury**

## **TOWN MEETING GUIDELINES**

- \*\* Voters and Visitors shall have their identification ribbons conspicuously displayed.
- \*\* Visitors shall sit in the designated VISITORS SECTION unless they are assigned to a designated area.
- \*\* Standing at the doors or in the aisles inside the gymnasium or auditorium is prohibited.
- \*\* No one shall enter the gymnasium or auditorium while voting is in progress.
- \*\* Everyone shall be at a seat so as to allow the vote to be counted without hindrance.
- \*\* Collecting signatures upon petitions or nomination papers is prohibited in the building where the Town Meeting is being held.
- \*\* Food and beverages are not allowed in the gymnasium or auditorium as per order of the School Committee.
- \*\* Smoking is not allowed in the School Building or on School Property.
- \*\* To prevent active interference with the conduct of the Town Meeting, any person taping, videotaping or using any other means of sonic reproduction is assigned to the designated Press Table or the side aisle perimeters of the gymnasium or auditorium.

**This meeting is being held at a site which is physically accessible to persons with disabilities.**

**For further information please call 978-640-4355.**

**CART services need to be requested as early as possible, as CART providers often fill their schedule 2-3 months in advance. Other reasonable accommodations for disability related needs will be provided upon request.**

<b><u>Annual Town Meeting</u></b>	<b><u>Annual Town Meeting</u></b>	<b><u>Special Town Meeting</u></b>
MONDAY May 4, 2015 8 P.M.	WEDNESDAY May 6, 2015 8 P.M.	WEDNESDAY May 6, 2015 7 P.M.
<ul style="list-style-type: none"><li>• Consent Calendar Articles</li><li>• Annual Budget</li><li>• Budget Related Articles</li><li>• Personnel By-Law Amendments</li></ul>	<ul style="list-style-type: none"><li>• Zoning By-Law Amendments</li><li>• Town By-Law Amendments</li><li>• General Articles</li></ul>	

**FACEBOOK:** Library: [www.facebook.com/TewksburyLib](http://www.facebook.com/TewksburyLib)

Tewksbury Farmers Market: [www.facebook.com/pages/Tewksbury-Farmers-Market/1503117429909936](http://www.facebook.com/pages/Tewksbury-Farmers-Market/1503117429909936)

Town: [www.facebook.com/pages/Town-of-Tewksbury/393895750722817](http://www.facebook.com/pages/Town-of-Tewksbury/393895750722817)

**TWITTER:** Library: @TewksburyLib    Police: @TewksburyPD    Tewksbury Farmers Market: @FarmerMkt    Town: @TownofTewksbury

**WEBSITE:** Library's Website: [www.tewksburypl.org/Pages/index](http://www.tewksburypl.org/Pages/index)    Town's Website: [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov)

Middlesex, s.s.

To any of the Constables of the Town of Tewksbury, in said County:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Tewksbury, qualified to vote in town affairs, to meet and assemble at Tewksbury Memorial High School, 320 Pleasant Street, in said Tewksbury on Monday, May 4, 2015, at 8:00 o'clock p.m. to act on the following articles:

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**SECTION 1**

**ARTICLE 1**

To choose all necessary Town Officers, by ballot, Two (2) members of the Board of Selectmen for three years; Two (2) members of the School Committee for three years; One (1) member of the Planning Board for five years; Two (2) members of the Board of Health for three years; Two (2) members of the Board of Library Trustees for three years; One (1) member of the Board of Library Trustees to fill a two-year unexpired term; One (1) member of the Housing Authority for five years; and One (1) member of the Shawsheen Valley Regional Technical High School Committee for three years.

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**SECTION 2**

ARTICLE 2	Elected Official Salaries	
ARTICLE 3	Consent Calendar	
ARTICLE 4	Budget Related	Budget
ARTICLE 5	Budget Related	Funding for Collective Bargaining Agreement between the Town and the Tewksbury Massachusetts Police Patrolman's Association (NEPBA)
ARTICLE 6	Budget Related	Funding for Collective Bargaining Agreement between the Town and the Tewksbury Police Department Superior Officers
ARTICLE 7	Budget Related	Funding for Collective Bargaining Agreement the Town and the International Association of Firefighters (AFL-CIO, Tewksbury Firefighters Local 1647
ARTICLE 8	Budget Related	Funding for Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME)
ARTICLE 9	Budget Related	Sewer Enterprise Fund Budget
ARTICLE 10	Budget Related	Water Enterprise Fund Budget
ARTICLE 11	Budget Related	Stabilization Fund Transfer One Time Expenditures: Town
ARTICLE 12	Budget Related	Stabilization Fund Transfer One Time Expenditures: Police
ARTICLE 13	Budget Related	Stabilization Fund Transfer One Time Expenditures: D.P.W.
ARTICLE 14	Budget Related	Stabilization Fund Transfer One Time Expenditures: Fire
ARTICLE 15	Budget Related	Stabilization Fund Transfer Out of District Tuition
ARTICLE 16	Budget Related	Stabilization Fund Transfer One Time Expenditures: School
ARTICLE 17	Budget Related	Reallocation of Funds for Voting Tabulators
ARTICLE 18	Budget Related	Water System Improvements
ARTICLE 19	Budget Related	Design Water Distribution Project
ARTICLE 20	Budget Related	Water Distribution Improvements

ARTICLE 21	Budget Related	Renovation and Upgrade of the Town's Water Treatment Plant
ARTICLE 22	Budget Related	Design Andover Street Force Main Upgrade
ARTICLE 23	Budget Related	Tax Relief Programs
ARTICLE 24	Budget Related	Establish a Board of Health Self-Sufficient Revolving Fund
ARTICLE 25	Budget Related	Establish an Energy Self-Sufficient Revolving Fund
ARTICLE 26	Budget Related	Establish a Self-Sufficient Tax Title Collection Revolving Fund
ARTICLE 27	Budget Related	Community Preservation Fund
ARTICLE 28	Budget Related	Affordable Housing Allocation Plan
ARTICLE 29	Budget Related	Preservation Restriction on the Marshall Homestead
ARTICLE 30	Budget Related	Fund a Consultant for the Tewksbury Rail Trails Bicycle/Walking Trail Feasibility Study
ARTICLE 31	Personnel By-law Amendment	Amend Personal By-law which governs Non-union Employees

**SECTION 2**

**ARTICLE 2**

To see if the Town will vote to fix the salaries of several elected officials for the Fiscal Year 2016.

	<b><u>FY15</u></b> <b><u>Budgeted</u></b>	<b><u>FY16</u></b> <b><u>Requested</u></b>
<b><u>BOARD OF HEALTH</u></b>		
Chairman	405	405
Members (4)	315	315
<b><u>MODERATOR</u></b>		
	450	450
<b><u>PLANNING BOARD</u></b>		
Chairman	1080	1080
Members (4)	765	765
<b><u>SCHOOL COMMITTEE</u></b>		
Chairman	2700	2700
Members (4)	2250	2250
<b><u>SELECTMEN</u></b>		
Chairman	5400	5400
Members (4)	4500	4500

**Executive Summary:** The purpose of the article is to fix the salaries of certain elected Town officials.

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**ARTICLE 3**

The Moderator will call out the number of the Articles, one by one. If a voter objects to any particular Article being included in the Consent Calendar, he/she should say the word "HOLD" when the number is called. The Article is then removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated and voted in the usual manner. After calling of the individual items in the Consent Calendar, the Moderator shall ask that the voters pass all the remaining items as a unit.

- ARTICLE 3-32      Accept the Annual Report
- ARTICLE 3-33      Lease/Purchase Agreement
- ARTICLE 3-34      Authorize Chapter 90 Funds
- ARTICLE 3-35      Re-Authorize Revolving Funds
-

### **ARTICLE 3-32**

To hear and act upon reports of the various Town Officers; or take any action relative thereto.

Town Manager

**Executive Summary:** The purpose of the article is to accept the report of various Town Officers; which are in the 2014 Town Report located on the Town's Website.

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### **ARTICLE 3-33**

To see if the Town will vote to authorize the Town Manager to enter into Lease/Purchase Agreements up to five (5) years to purchase equipment for Town Departments. Said contracts shall be subject to annual appropriations; or take any action relative thereto.

Town Manager

**Executive Summary:** This article is acted on annually and allows the Town Manager to lease/purchase equipment for various Town Departments subject to an annual appropriation.

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### **ARTICLE 3-34**

To see if the Town will vote: (1) to appropriate a sum of money to survey, design and undertake repairs to roads and bridges under the provisions of Chapter 90 of the Massachusetts General Laws, and to obtain any material and/or services incidental thereto; (2) to authorize the Board of Selectmen to acquire easements in conjunction therewith by the purchase, gift, lease, eminent domain, or otherwise; (3) in furtherance of the project(s) to authorize the Board of Selectmen to apply for, accept and expend any federal, state and/or private grants without further appropriation thereof; and (4) to determine whether said appropriation shall be raised by transfer from available funds or by borrowing; or take any other action relative thereto.

Town Manager

**Executive Summary:** Each year the state indicates the amount it will allot to cities and towns for roadwork under Chapter 90. This article authorizes the Town to spend these funds.

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**ARTICLE 3-35**

To see if the Town will vote to re-authorize under the provisions of Chapter 44 Section 53E1/2 of the Massachusetts General Laws, the following self-sufficient revolving funds as noted below. The funds shall be credited with all amounts received relating to the activities listed below. Expenditures of the funds shall be authorized by the person(s) noted below or their designee. The total amount which may be expended from the funds in any given fiscal year shall be limited to the individual amounts listed below; or take any action relative thereto.

**TOWN OF TEWKSBURY  
REVOLVING FUNDS**

NAME	DEPARTMENT	PURPOSE	AUTHORIZATION	EXPENDITURE
Council on Aging	Council on Aging	Trips, Activities, Educations, Programs and Maintaining the Senior Center facility and Operations	Town Manager	\$50,000
Parks and Recreation	Parks and Recreation	Summer Program/Activities	Town Manager	\$200,000
Emergency 72 Hour Go Kits	Board of Health	Purchase and Sell "Emergency 72 Hour Go Kits" to Tewksbury Residents	Health Director and Town Manager	\$10,000
Traffic Signage	Dept. of Public Works	Purchase, Manufacture and Installation of Street and Traffic Signage, including Pavement Markings	Town Manager	\$10,000
GIS	Community Development	Operate a Geographical Information System	Town Manager	\$25,000
Stormwater	Dept. of Public Works	Maintain Stormwater	Town Manager	\$50,000
Records Preservation	Town Clerk	Preservation and Safe Keeping of Historic Records	Town Clerk	\$20,000
Solid Waste, Recycling and Household Hazardous Waste	Town Manager	Solid Waste, Recycling and Household Hazardous Waste Operations and Programs	Town Manager	\$200,000
Hydrant Markers	Town Manager	Reimbursement of damaged markers and donations to install markers	Town Manager	\$20,000

Town Manager

**Executive Summary:** This article reauthorizes the Town to continue self-sufficient revolving fund accounts for the items listed above in the Town of Tewksbury. This article is always in the Annual Town Meeting as separate articles and was combined for simplicity.

## **ARTICLE 5**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) beginning July 1, 2015; or take any other action relative thereto.

Town Manager

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with the Tewksbury Massachusetts Police Patrolman's Association (NEPBA) and implement the labor agreement and distribute funds in Fiscal Year 2016. (A funding source and amount will be included in the Town Meeting motion.)

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## **ARTICLE 6**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the Tewksbury Police Department Superior Officers beginning July 1, 2015; or take any other action relative thereto.

Town Manager

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with the Tewksbury Police Department Superior Officers and implement the labor agreement and distribute funds in Fiscal Year 2016. (A funding source and amount will be included in the Town Meeting motion.)

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## **ARTICLE 7**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 beginning July 1, 2015; or take any other action relative thereto.

Town Manager

**Executive Summary:** The intent of this article is to appropriate funds for a new labor agreement with the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 and implement the labor agreement and distribute funds in Fiscal Year 2016. (A funding source and amount will be included in the Town Meeting motion.)

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## **ARTICLE 8**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of money needed to fund and implement the Collective Bargaining Agreement between the Town and Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) beginning July 1, 2015; or take any other action relative thereto.

Town Manager

**Executive Summary:** The intent of this article is to appropriate or transfer funds for a new labor agreement with Local 833, the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) and implement the labor agreement and distribute funds in Fiscal Year 2016. (A funding source and amount will be included in the Town Meeting motion.)

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## ARTICLE 9

To see if the Town will vote to raise and appropriate \$5,937,648 to be expended by the Town Manager to operate the sewer enterprise fund; or take any other action relative thereto.

<b>SEWER ENTERPRISE FUND</b>			
<b>FISCAL YEAR 2016 PROPOSED BUDGET</b>			
<b><u>Direct Expenses</u></b>	<b><u>FY14 Expended</u></b>	<b><u>FY15 Approved</u></b>	<b><u>FY16 Recommended</u></b>
Salaries	297,697	322,549	296,393
Expenses	325,025	330,050	332,356
Capital Outlay	-	-	-
Lowell Sewer	1,402,426	1,330,000	1,541,202
Reserve Fund	-	60,000	60,000
Debt	<u>3,684,682</u>	<u>3,016,318</u>	<u>3,201,958</u>
Subtotal	5,709,830	5,058,917	5,431,909
Indirect Expenses			
Town Manager	7,548	7,699	7,891
Accounting	9,402	9,590	9,662
Computer Services	1,275	1,286	1,292
Treasurer/Collector	28,821	38,656	39,709
Administrative Services	947	1,060	1,106
Building Dept.	3,772	3,789	-
Dept. of Public Works	223,333	224,228	296,839
Group Insurance	66,958	80,289	66,115
Retirement	107,493	111,894	78,201
Medicare	<u>3,322</u>	<u>4,070</u>	<u>4,924</u>
Subtotal	452,871	482,561	505,739
<b>Total</b>	<b>6,162,701</b>	<b>5,541,478</b>	<b>5,937,648</b>
<b><u>Projected Sewer Revenue</u></b>	<b><u>FY14 Collected</u></b>	<b><u>FY15 Projected</u></b>	<b><u>FY16 Projected</u></b>
User Fees	5,432,752	4,707,856	5,170,693
New Connections	-	56,552	59,932
All Sewer Liens/Interest/Fees	753,126	500,000	500,000
Connection Fees	513,961	172,800	-
All Other	57,370	7,000	7,000
Prior Year Surplus	-	-	-
Transfer From General Fund	<u>268,721</u>	<u>263,794</u>	<u>253,724</u>
<b>Total</b>	<b>7,025,929</b>	<b>5,708,002</b>	<b>5,991,349</b>
<b><i>Operating Deficit/Surplus</i></b>	<b><i>863,229</i></b>	<b><i>166,524</i></b>	<b><i>53,701</i></b>
<b><u>Capital Expenditures</u></b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><i>Net Deficit/Surplus After Capital</i></b>	<b><i>863,229</i></b>	<b><i>166,524</i></b>	<b><i>53,701</i></b>

Town Manager

**Executive Summary:** The purpose of this article is to fund the Sewer Enterprise Fund for Fiscal Year 2016.

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**ARTICLE 10**

To see if the Town will vote to raise and appropriate \$6,110,505 to be expended by the Town Manager to operate the water enterprise fund; or take any action relative thereto.

<b>WATER ENTERPRISE FUND</b>			
<b>FISCAL YEAR 2016 PROPOSED BUDGET</b>			
<b><u>Direct Expenses</u></b>	<b><u>FY14 Expended</u></b>	<b><u>FY15 Approved</u></b>	<b><u>FY16 Recommended</u></b>
Salaries	1,256,918	1,386,747	1,319,292
Expenses	1,426,002	1,395,808	1,451,264
Capital Outlay	-	-	-
Reserve Fund	-	25,000	25,000
Debt	2,038,187	2,591,297	2,352,442
<b>Subtotal</b>	<b>4,721,108</b>	<b>5,398,852</b>	<b>5,147,998</b>
Indirect Expenses			
Town Manager	7,548	7,699	7,891
Accounting	9,402	9,590	9,662
Computer Services	1,275	1,286	1,292
Treasurer/Collector	28,821	38,656	39,709
Administrative Services	947	1,060	1,106
Building Dept.	1,617	1,624	-
Dept. of Public Works	243,954	225,376	304,586
Group Insurance	233,962	247,265	267,315
Retirement	318,543	330,375	315,432
Medicare	9,790	10,246	15,514
<b>Subtotal</b>	<b>855,859</b>	<b>873,177</b>	<b>962,507</b>
<b>Total</b>	<b>5,576,967</b>	<b>6,272,029</b>	<b>6,110,505</b>
<b><u>Projected Sewer Revenue</u></b>	<b><u>FY14 Collected</u></b>	<b><u>FY15 Projected</u></b>	<b><u>FY16 Projected</u></b>
User Fees	6,385,607	5,766,432	6,010,586
Water Liens	810,898	650,000	650,000
Other	232,505	15,000	15,000
<b>Total</b>	<b>7,429,011</b>	<b>6,431,432</b>	<b>6,675,586</b>
<b><i>Operating Deficit/Surplus</i></b>	<b><i>1,852,044</i></b>	<b><i>159,403</i></b>	<b><i>565,081</i></b>
<b><u>Capital Expenditures</u></b>	<b>315,000</b>	-	<b>235,300</b>
<b><i>Net Deficit/Surplus After Capital</i></b>	<b><i>1,537,044</i></b>	<b><i>159,403</i></b>	<b><i>329,781</i></b>

Town Manager

**Executive Summary:** The purpose of this article is to fund the Water Enterprise Fund for Fiscal Year 2016.

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## **ARTICLE 11**

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$117,500 to be expended by the Town Manager for the following purposes; or take any action relative thereto.

Library Carpets	25,000
Senior Center Roof Repair	2,500
Former Police Station Demolition and Site Work	50,000
Town Hall Furniture and Equipment	25,000
Phone System	15,000
<b>Total</b>	<b>\$117,500</b>

Town Manager

**Executive Summary:** This article allows the Town to utilize funds from the Stabilization Fund to fund the above, and purchase furniture and equipment for the newly renovated Town Hall and new phone equipment for Town offices.

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## **ARTICLE 12**

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$50,811 to be expended by the Town Manager for the following purposes; or take any action relative thereto.

Defensive Tactics Training Equipment-NUMB JOHN XT Training Platform	4,661
5 Power Heart G3 Defibrillators with Cases	8,605
2 Portable Breath Test Devices	1,638
8 Patrol Rifles	10,207
Police Promotional Assessment Center	25,700
<b>Total</b>	<b>\$50,811</b>

Town Manager

**Executive Summary:** This article allows the Town to utilize funds from the Stabilization Fund for the above expenditures.

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### **ARTICLE 13**

To see if the Town will vote to transfer from the Stabilization Fund the sum \$140,000 to be expended by the Town Manager for all costs related to the removal of trees and stumps; or take any action relative thereto.

Town Manager

**Executive Summary:** DPW will utilize the funds to remove hazardous public trees identified during a survey of the Town that pose a public safety issue. Funds will remove trees and stumps and pay for other expenses related to removing trees.

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### **ARTICLE 14**

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$339,741 to be expended by the Town Manager for the following purposes; or take any action relative thereto.

Ambulance Upgrade	145,000
Protective Turnout Gear, Uniforms, Dress Uniforms for New Employees	110,000
New Utility Vehicle with Plow	41,000
Chain Saws for Engines and Ladder Truck	7,905
Interior and Exterior South Station Repairs	8,000
New Fire Hose	27,836
<b>Total</b>	<b>\$339,741</b>

Town Manager

**Executive Summary:** Funds will be used to upgrade medical equipment and the 2009 Ford E-450 Horton Ambulance by replacing the chassis and retaining the rear body or replacing the entire ambulance; replace aged structural firefighting gear and personal protective equipment which should be replaced every ten years; purchase uniforms for new employees; replace existing utility vehicle utilized for brush fires, plowing, towing, equipment transfers, select details, and emergency responses, purchase new chainsaws where the newest chainsaw was purchased in 2003 and is no longer in production; interior and exterior repairs of the South Fire Station; and replace failed or aged fire hose.

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### **ARTICLE 15**

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$725,000 for Special Education Out of District Tuition to be expended by the School Committee with approval of the Finance Committee and Town Manager; or take any action relative thereto.

School Committee

Town Manager

**Executive Summary:** This Article sets aside \$725,000 from the Stabilization Fund for unforeseen costs related to Special Education Out of District Tuition. These funds will only be used after all funds from the School Operating for Special Education Out of District Tuition line-item has been spent, along with any other surplus School Budget funds in Fiscal Year 2016. Funds can only be spent with approval of Finance Committee and Town Manager

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## **ARTICLE 16**

To see if the Town will vote to transfer from the Stabilization Fund the sum of \$255,723 to be expended by the School Committee for the following purposes; or take any action relative thereto.

School Buildings and Maintenance	222,223
School Technology	33,500
<b>Total</b>	<b>\$255,723</b>

Town Manager

**Executive Summary:** This article allows the Town to utilize funds from the Stabilization Fund, for one-time expenditures. These expenditures have been identified and prioritized by both the School Administration and the School Committee. School Buildings and Maintenance funds will be used for roof repairs at the elementary schools, heating system at the Wynn Middle School, and to retile the cafeteria floor at the Dewing School. If funds remain after these items are complete, remaining funds will be used for further maintenance. School Technology funds will be used for library media upgrades and computer system/network monitoring.

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## **ARTICLE 17**

To see if the Town will vote to re-allocate \$15,296.25 or any amount remaining from the original appropriation of \$60,000 to be expended by the Town Manager as approved at the October 1, 2013 Special Town Meeting for Article 5 specifically concerning voting booths. This re-allocation of funds shall be for the purpose of purchasing new voting tabulators; or take any action relative thereto.

Town Manager

**Executive Summary:** At Special Town Meeting in October 2013, funds were approved to purchase new voting booths. The \$60,000 appropriation has a balance of \$15,296.25 and this article requests the Town approve the use of those remaining funds to purchase new voting tabulators. The plan would be to begin purchasing new voting tabulators with these funds and at a later date purchase the remaining machines as needed.

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## **ARTICLE 18**

To see if the Town will vote to raise and appropriate through water rates the sum of \$235,000 to be expended by the Town Manager from Water Enterprise Fund Retained Earnings to undertake the following:

Hydrant Replacement Program:	125,000
Water Tank Mixers:	35,000
Engineering Astle Street Tank	30,000
Water Distribution System Improvements Engineering/Design	45,000
<b>Total</b>	<b>\$235,000</b>

or take any action relative thereto.

Town Manager

**Executive Summary:** Hydrant Replacement Program: funds will replace 25 hydrants in Fiscal Year 2016 as part of the ongoing hydrant replacement program; Water Tank Mixers: Install three tank mixers at the Ames Hill Water Tank to improve water quality; Engineering Astle Street Tank: funds will be used for a structural evaluation and assessment of other necessary modifications of the water tank. Water Distribution System Improvements Engineering/Design: funds will be used to partly fund the cost of design of a water main upgrade for Woburn Street and other locations in Town if funds are available., remaining portion of funding is in Article 19.

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## **ARTICLE 19**

To see if the Town will vote to re-allocate \$27,253 or any amount remaining from the original appropriation of \$35,000 to be expended by the Town Manager as approved at the May 6, 2013 Annual Town Meeting for Article 12 specifically concerning Water Distribution System Improvements Engineering/Design. This re-allocation of funds shall be for the purpose of engineering and designing a new water main installation project; or take any action relative thereto.

Town Manager

**Executive Summary:** At Special Town Meeting in October 2013, funds were approved for the design and engineering of water distribution projects. The \$35,000 appropriation has a balance of \$27,253. This article requests the Town for funds as part of the cost of design of a water main upgrade for Woburn Street and other locations in Town if funds are available. Remaining funds for the Woburn Street design and other location are in Article 18.

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## **ARTICLE 20**

To see if the Town will vote to transfer the sum of \$400,000 to be expended by the Town Manager from Water Enterprise Fund Retained Earnings to undertake the following:

Water Distribution Improvements	\$400,000
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or take any action relative thereto.

Town Manager

**Executive Summary:** This article allows the Town to utilize funds that were considered available as of July 1, 2014, for the replacement of 2 inch iron and 6 inch AC water mains as part of an ongoing program and top priority of the Water Enterprise since these pipes have out lived their life-cycle and are the cause of more than 50% of the Town annual water-break count.

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## **ARTICLE 21**

To see if the Town will vote to appropriate the sum of \$13,100,000 to be expended by the Town Manager for the cost of construction and engineering for the renovation and upgrade of the Town's Water Treatment Plant, and for the payment of all costs incidental and related thereto, and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing or by any combination of the foregoing; and, if by borrowing, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 8(4) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; or take any action relative thereto.

The motion to be presented shall read:

**Motion:** That the Town hereby appropriates the sum of \$13,100,100 to be expended by the Town Manager for the cost of construction and engineering for the renovation and upgrade of the Town's Water Treatment Plant, and for the payment of all costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 8(4), of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

Town Manager

**Executive Summary:** This article authorizes the Town to borrow \$13,100,100 for the cost of construction and engineering for the renovation and upgrade of the Town's Water Treatment Plant. The Plant was built and came on-line in 1988 and is beyond its initial 20-year design life. An engineering assessment in Fiscal Year 2013 identified numerous deficiencies in the Plant's building and mechanical systems that need upgrades. This project proposes upgrades of the building envelope, existing mechanical equipment and other ancillary equipment; and further there will be modifications to the treatment process of the Town's drinking water to meet DEP standards.

## **ARTICLE 22**

To see if the Town will vote to transfer from the certified Sewer Enterprise Fund Retained Earnings the sum \$120,000 to be expended by the Town Manager for the following purposes:

Design and Engineering Andover Street Force main upgrade \$120,000

or take any action relative thereto

Town Manager

**Executive Summary:** Funds will be used for design and engineering to provide plans, specifications and bidding services to replace the sewer force main that pumps from the Andover St. pump station to a manhole at the intersection of Andover and Fiske Streets. The station is at the high range of its pump capacity and limited by Inflow/Infiltration and the size of the force main on Andover St.

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## **ARTICLE 23**

To see if the Town will vote to transfer the sum of \$25,000 to be expended by the Town Manager from Overlay Surplus to fund a Senior Tax Relief Work Program and a Veterans Tax Relief Program; or take any action relative thereto.

Town Manager

**Executive Summary:** This article allows the Town to utilize funds considered surplus from Assessors Overlay Reserve to fund a Senior Tax Relief Program/Veterans Tax Relief Program that allows eligible Senior Citizens /Veterans of the Town to work for Town and School offices and receive a reduction in their property tax bill.

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## **ARTICLE 24**

To see if the Town will vote to authorize pursuant to the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, to amend an existing revolving fund, an account for the revenues and expenditures relating to activities sponsored by the Town of Tewksbury Health Department/Board of Health. The fund shall be credited with all amounts received relating to the sale of "Emergency 72 Hour Go Kits" to Tewksbury residents and other reimbursements the Tewksbury Health Department/Board of Health receives. Expenditures of the fund shall be authorized by the Health Department Director and the Town Manager or his/her designee. These expenditures will include but not limited to Go Kits and public health programs. The total amount which may be expended from the fund in any given fiscal year shall be limited to \$10,000; or take any related action relative thereto.

Town Manager

**Executive Summary:** This article authorizes the Town of Tewksbury Health Department/Board of Health to amend an existing self-sufficient fund an account for the revenues and expenditures of selling "Emergency 72 Hour Go Kits" to Tewksbury residents and to include reimbursements the Tewksbury Health Department/Board of Health receives.

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## **ARTICLE 25**

To see if the Town will vote to authorize pursuant to the provisions of Chapter 44 Section 53E ½ of the Massachusetts General Laws, establishing a self-sufficient revolving fund, effective July 1, 2015, to account for revenues and expenditures relating to improving the energy efficiency of Town and School Buildings, equipment and infrastructure. The fund shall be credited with amounts received related to rebates, grants and donations generated from energy efficiency projects and programs through the Commonwealth of Massachusetts, Public Utilities and Non-profits or Private entities.. Expenditures of the fund shall be authorized by the Town Manager or his/her designee. The total amount which may be expended from the fund in any given fiscal year shall be limited to \$500,000; or take any other action relative thereto.

Town Manager

**Executive Summary:** This article authorizes the Town to establish a self-sufficient revolving fund to account for the revenues received from grants and donations generated from energy efficiency projects and programs that the Town participates. Expenditures will be used for energy efficiency and improvement projects within the Town.

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## **ARTICLE 26**

To see whether the Town will vote to accept Massachusetts General Laws, Chapter 60, Section 15B, to establish a tax title collection revolving fund and further to amend the amend Chapter 3.12, tax title Procedures of the Town of Tewksbury General Bylaws as follows, or take any other action relative thereto.

Add Section 3.12.020 Tax Title Revolving Fund.

- 1) Town shall establish a Tax Title Revolving Fund in accordance with Massachusetts General Laws, Chapter 60, Section 15B in the Fiscal Year beginning in the July 1, 2015. Said fund will be in the care, control and custody of the Town's Treasurer/ Collector and shall be accounted for separately from all other monies of the Town. The fund shall be credited with certain collection fees, charges and costs incurred by the Town Treasurer/Collector and collected upon redemption of tax titles and sales of real property acquired through foreclosures of tax titles. Monies in the fund may then be expended, without appropriation, by the Treasurer/Collector to pay all expenses associated with a tax taking or tax title foreclosure, including, but not limited to, fees and costs of recording or filing documents and instruments, searching and examining titles, mailing, publishing or advertising notices or documents, petitioning the land court, serving court filings and documents and paying legal fees.
- 2) Expenditures shall not be made or liabilities incurred from this revolving fund neither in excess of the balance of the fund nor in excess of the total authorized expenditure of \$200,000 per Fiscal Year.
- 3) The unexpended balance in this account at the end of each fiscal year shall be deposited into the General Fund. At the written request of the Treasurer/Collector, to the Auditor and with the approval of the Town Manager, a portion of the unexpended balance shall remain in the Tax Title Revolving Fund, to provide for the expenses associated with maintaining tax takings into the new fiscal year.
- 4) Interest earned on a tax title collection revolving fund balance shall be treated as General Fund revenue.
- 5) No later than September 30 of each year the Treasurer/Collector shall annually report to the Board of Selectmen and Town Manager the total amount of receipts and expenditures for the Tax Title Revolving Fund for the prior fiscal year.

Town Manager

**Executive Summary:** This article establishes a self-sufficient fund for tax title collection. The purpose is to assist Treasurer/Collector to secure the Town's liens for delinquent real estate tax receivables and foreclose tax titles after reasonable efforts to work with taxpayers on payment of amounts outstanding.

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## **ARTICLE 27**

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2016, with each item to be considered a separate appropriation:

### **Appropriations:**

Administrative Costs	\$ 47,072.06
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### **Reserves:**

Open Space	\$ 94,144.00
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Community Housing	\$ 94,144.00
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Historic Preservation	-----
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FY2016 Budgeted Reserve	\$700,000.00
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Or take any other action related thereto.



Community Preservation Committee

**Executive Summary:** Massachusetts General Law, Chapter 44B requires that the Town appropriate for spending, or reserve for future spending, from the fund balance at least 10% for open space, 10% for historic preservation, and 10% for community housing. FY2016 Historic 10% Reserve will be achieved with the Town Hall Rehabilitation Bond payment.

The total CPA Estimated FY16 revenue is \$941,441.00

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**ARTICLE 28**

To see if the Town will vote to approve the FY 2016 Affordable Housing Trust Fund Allocation Plan as follows:

<b>ALLOCATION PLAN</b>	<b>for FY 2016</b>
<b>Starting Balance:</b>	\$2,772,952
Shawsheen Place Buydown (77 units)	(\$1,700,000)
7 fee in lieu of affordable units (\$124,165/unit)	869,155
<b>Total Available Funds FY16</b>	<b>\$1,942,107</b>
 <b>Expenses</b>	
LHP Consulting Services	\$40,000
 Creation of New Units/ Buydown of existing units	 \$1,902,107
<b>Total Projected Expenses for FY16</b>	<b>\$1,942,107</b>

Town Manager  
Community Development Director

**Executive Summary:** According to Chapter 105 of the Acts of 2003, the Tewksbury Affordable Housing Trust Fund is to have an allocation submitted to and approved at the Annual Town Meeting. The 2016 allocation plan meets the expenditure requirements of the Special Act.

\$75,000 was spent from the Affordable Housing Trust Fund in FY2015 in support of Habitat for Humanity project at 110 State Street.

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**ARTICLE 29**

To see if the Town of Tewksbury will vote to appropriate and transfer the sum of \$100,000.00 as compensation for and subject to a Historic Preservation Restriction being recorded at the Middlesex North Registry of Deeds for the Marshall Homestead located at 379 Pleasant Street, Tewksbury MA; said Historic Preservation Restriction to preserve the historic resource in perpetuity.

To fund such Historic Preservation Restriction, \$100,000 shall be transferred from the Tewksbury Community Preservation Historic Reserve Fund.

These CPA funds shall not be transferred to the owner of 379 Pleasant Street, Tewksbury until such time as the Historic Preservation Restriction, as approved by the Massachusetts Historic Commission is recorded at the Middlesex North Registry of Deeds, Lowell, MA.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Town Manager and the Community Preservation Committee; or to take any other action thereon.

Community Preservation Committee

**Executive Summary:** The Community Preservation Committee and the Historic Commission request CPA funds to provide for a Historic Preservation Restriction on the Marshall Homestead, 379 Pleasant Street in order to preserve this historic resource in perpetuity. One of the oldest homes in the Town, it was constructed in 1727 and was continuously owned by the Marshall Family until recently. The home is on the Tewksbury Historical Commission's Historic Survey and Massachusetts Cultural Resource Information System (MACRIS.) The Restriction preserves the exterior and some interior features of the home. A professional appraisal has been completed to determine this dollar amount on behalf of the town.

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### **ARTICLE 30**

To see if the Town of Tewksbury will vote to appropriate the sum of \$45,000 for the purpose of hiring an experienced title attorney or consultant to produce a professional title search and other experienced consultants to perform work relative to continuing development plans as recommended by the 2014 Tewksbury Rail Trails bicycle/walking trail feasibility study.

To fund such Study and Plan, \$45,000 shall be transferred from the Tewksbury Community Preservation Fund Open Space Reserve.

Pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee; or to take any other action thereon.

Community Preservation Committee

**Executive Summary:** In 2014, the Tewksbury Rail Trails citizen group applied for and received \$35,000 in Community Preservation Funds to begin the process of discovering possibilities and best next steps for developing biking and/or walking trails for the enjoyment and connection of Tewksbury's open spaces. This proposed project is the next phase and continues the process by providing essential legal information and professional guidance. This work will continue to take into consideration the feasibility of the use of abandoned rail lines, connections and pathways of the Bay Circuit Trail and other connections to open space, as well as to surrounding towns' trails.

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## ARTICLE 31

To see if the Town will vote to amend the Personnel By-Law, Section III (e) wage schedule by deleting Addendum A and B library of job titles and wage scales replacing them with the following new Addendum A and B library of job titles and wage scale:

Current Addendum A To Be Deleted in its Entirety and to be Replaced with an New Addendum A in its Entirety							
<b>GROUP A-1</b>	<b>MINIMUM</b>			<b>MAXIMUM</b>			
Director of Community Development	400,205			410,476			
Finance Director	400,205			410,476			
Fire Chief	400,205			410,476			
Police Chief	400,205			410,476			
Superintendent of Public Works	400,205			410,476			
<b>GROUP A-2</b>							
Deputy Fire Chief	82,514			90,973			
Deputy Police Chief	82,514			90,973			
<b>GROUP A-3</b>							
Library Director	71,952			87,455			
Parks & Recreation Director	71,952			87,455			
<b>GROUP A-4</b>							
Assistant DPW Superintendent	70,543			85,740			
Building Commissioner	70,543			85,740			
Chief Assessor	70,543			85,740			
Chief Operating Engineer	70,543			85,740			
Director, Public Health	70,543			85,740			
Technology Operations Manager	70,543			85,740			
Town Clerk	70,543			85,740			
Treasurer/Collector	70,543			85,740			
<b>GROUP A-5</b>							
Assistant to Town Manager	67,319			81,824			
Director, Administrative Services	67,319			81,824			
<b>GROUP A-6</b>							
Director, Council on Aging	58,425			75,951			
Recreation Director	58,425			75,951			
<b>GROUP A-7</b>							
Assistant Accountant	56,673			75,839			
Town Engineer	56,673			75,839			
<b>GROUP A-8</b>							
Administrative Director	55,428			67,373			
Assistant Treasurer/Collector	55,428			67,373			
Assistant Library Director	55,428			67,373			
<b>GROUP A-9</b>							
Veterans' Services Officer	40,001			51,052			
Current Addendum B To Be Deleted in its Entirety and to be Replaced with an New Addendum B in its Entirety							
<b>GROUP B</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
Administrative Assistant	38,211	40,424	42,763	45,256	47,876	50,650	52,676
Administrative Assistant-Permit Tech.	38,211	40,424	42,763	45,256	47,876	50,650	52,676
Administrative Secretary	38,211	40,424	42,763	45,256	47,876	50,650	52,676
Administrative Services Assistant	38,211	40,424	42,763	45,256	47,876	50,650	52,676
Animal Control Officer	36,326	38,512	40,821	43,267	45,865	48,619	50,563
Assistant Assessor		49,815	52,305	54,919	57,667	60,552	62,975
Assistant Building Commissioner	50,768	53,308	55,972	58,771	61,711	64,794	67,387
Assistant Town Clerk		49,815	52,305	54,919	57,667	60,552	62,975
Executive Assistant	43,196	45,688	48,334	51,157	54,110	57,262	59,555
Executive Secretary	41,720	44,137	46,709	49,428	52,277	55,305	57,518
Facilities Maintenance Worker	30,716	32,533	34,490	36,558	38,738	41,085	42,730
Library Associate	38,211	40,424	42,763	45,256	47,876	50,650	52,676
Local Building Inspector	44,720	46,956	49,303	51,769	54,357	57,076	59,360
Planner/Conservation Agent	44,720	46,956	49,303	51,769	54,357	57,076	59,360
Program Coordinator	36,727	38,854	41,103	43,499	46,017	48,683	50,630
Professional Librarian	41,720	44,137	46,709	49,428	52,277	55,305	57,518
Project Manager	44,720	46,956	49,303	51,769	54,357	57,076	59,360
Sanitarian		49,815	52,305	54,919	57,667	60,552	62,975
System Operator	38,211	40,424	42,763	45,256	47,876	50,650	52,676
Youth Worker	30,716	32,533	34,490	36,558	38,738	41,085	42,730

New Addendum A		PROPOSED TEWKSBURY FY2016 PAY PLAN								
		Annual Salary 40 hours per week Employees								
GRADE	1	2	3	4	5	6	7	8	9	10
1	32,364.00	33,178.32	34,013.52	34,869.60	35,746.56	36,644.40	37,563.12	38,502.72	39,463.20	40,444.56
2	35,287.20	36,164.16	37,062.00	37,980.72	38,920.32	39,901.68	40,903.92	41,927.04	42,971.04	44,035.92
3	38,460.96	39,421.44	40,402.80	41,405.04	42,449.04	43,513.92	44,599.68	45,706.32	46,854.72	48,024.00
Facilities Maintenance Specialist										
4	41,927.04	42,971.04	44,035.92	45,142.56	46,270.08	47,418.48	48,608.64	49,819.68	51,072.48	52,346.16
Animal Control Officer										
5	45,706.32	46,854.72	48,024.00	49,235.04	50,466.96	51,719.76	53,014.32	54,329.76	55,686.96	57,085.92
Veterans' Services Officer										
6	49,819.68	51,072.48	52,346.16	53,661.60	54,997.92	56,376.00	57,795.84	59,236.56	60,719.04	62,243.28
Assistant Town Clerk										
Sanitarian										
Veterans' Services Officer										
7	54,308.88	55,666.08	57,065.04	58,484.88	59,946.48	61,449.84	62,994.96	64,560.96	66,168.72	67,818.24
Assistant Assessor										
Police Information Director										
System Operator										
Town Planner/Conservation Agent										
8	59,194.80	60,677.28	62,201.52	63,746.64	65,333.52	66,962.16	68,632.56	70,344.72	72,098.64	73,894.32
Assistant Accountant										
Assistant Building Commissioner										
Assistant Library Director										
Assistant Treasurer/Collector										
Public Health Nurse										
Town Planner/Conservation Agent										
Human Resources Director										
Project Manager										
9	64,519.20	66,126.96	67,776.48	69,467.76	71,200.80	72,975.60	74,792.16	76,671.36	78,592.32	80,555.04
Assistant to Town Manager										
Director, Council on Aging										
Human Resources Director										
Project Manager										
10	70,323.84	72,077.76	73,873.44	75,710.88	77,610.96	79,552.80	81,536.40	83,582.64	85,670.64	87,821.28
Assistant DPW Superintendent										
Building Commissioner										
Chief Assessor										
Chief Operating Engineer										
Director of Public Health										
Library Director										
Technology Operations Manager										
Town Clerk										
Town Engineer										
Treasurer/Collector										
11	76,650.48	78,571.44	80,534.16	82,538.64	84,605.76	86,714.64	88,886.16	91,099.44	93,375.36	95,713.92
12	83,540.88	85,628.88	87,779.52	89,971.92	92,226.96	94,523.76	96,883.20	99,305.28	101,790.00	104,337.36
Deputy Fire Chief										
Deputy Police Chief										
13	91,057.68	93,333.60	95,672.16	98,073.36	100,516.32	103,021.92	105,590.16	108,221.04	110,935.44	113,712.48
Chief of Police										
Director of Community Development										
Finance Director										
Fire Chief										
Superintendent of Public Works										

New Addendum B		PROPOSED TEWKSBURY FY2015 PAY PLAN								
		Annual Salary 37.5 hours per week Employees								
GRADE	1	2	3	4	5	6	7	8	9	10
1	30,341.25	31,104.94	31,887.94	32,690.25	33,512.40	34,354.39	35,215.69	36,096.30	36,996.75	37,917.04
2	33,081.75	33,903.90	34,745.89	35,607.19	36,487.80	37,408.09	38,347.69	39,306.60	40,285.35	41,283.94
4	39,306.60	40,285.35	41,283.94	42,321.15	43,378.20	44,455.09	45,570.60	46,705.95	47,880.45	49,074.79
Library Associate										
5	42,849.94	43,926.30	45,022.50	46,157.85	47,313.04	48,487.54	49,701.19	50,934.15	52,206.79	53,518.05
Administrative Assistant										
Administrative Assistant-Permit Technician										
Administrative Secretary										
6	46,705.95	47,880.45	49,074.79	50,307.75	51,560.55	52,852.50	54,183.60	55,534.54	56,924.10	58,353.34
Professional Librarian										
Executive Secretary										
7	50,914.84	52,186.95	53,498.74	54,829.84	56,200.09	57,609.49	59,058.04	60,525.90	62,033.44	63,579.60
Administrative Services Assistant										
Adult Services Librarian										
Executive Assistant										
Professional Librarian										

And to grandfather the current salaries of those employees employed in the following positions, Police Department Administrative Director, Police Department Executive Secretary, Police Department Administrative Secretary, Police Department Administrative Assistant, Police Department Building Maintenance, Assistant Town Clerk, Building Department Administrative Assistant/Permit Technician, Community Development Executive Secretary, Department of Public Works Administrative Secretary, Library Executive Secretary and Town Manager Administrative Assistant until they are no longer employed in these positions and provide a 2.5% salary increase to those grandfathered salaries on July 1, 2015.

And further the Town will vote to raise and appropriate a sum of \$90,659 to fund the first year of the new library of job titles and wage scales and the 2.5% salary increase for grandfathered positions as well as current Group C and D Employees; and approve up to a 2.5% salary increase effective July 1, 2016 for all positions listed within Section III of the Town's Personnel By-Law as amended as well as the grandfathered positions listed in this article and to provide up to a 2.5% for a salary increase effective July 1, 2017 for all positions listed within Section III of the Town's Personnel By-Law as amended as well as the grandfathered positions listed in this article; or take any other action relative thereto.

Town Manager

**Executive Summary:** This article amends Addendum A and B of the Personnel By-Law by deleting the current Addendums and inserting new Addendums developed and recommended by Municipal Resources, Inc.. This firm was commissioned by the Town after \$20,000 was approved at Special Town Meeting in October 2013. MRI surveyed the market of comparable municipalities, developed and recommended a new classification and compensation plan. The process involved re-examination of job responsibilities, work performed and market pay rates for each PRRB position. The Article also seeks approval to provide employees covered by the Personnel By-Law salary increases for Fiscal Year 2017 and Fiscal Year 2018.

### ARTICLE 3

ANY ARTICLES VOTED TO BE REMOVED FROM THE CONSENT CALENDAR SHALL BE RESTORED TO ITS ORIGINAL NUMBERED PLACE IN THE WARRANT.

ARTICLE 3-32

ARTICLE 3-33

ARTICLE 3-34

ARTICLE 3-35

### **SECTION 3**

ARTICLE 36	Zoning By-Law	Amend Zoning By-law Section 2100
ARTICLE 37	Zoning By-Law	Amend Zoning By-Law Section 2320
ARTICLE 38	Zoning By-Law	Amend Zoning By-Law Section 4210
ARTICLE 39	Zoning By-Law	Amend Zoning By-Law Section 4240
ARTICLE 40	Zoning By-Law	Amend Zoning By-Law Section 5120
ARTICLE 41	Zoning By-Law	Amend Zoning By-Law Section 6700
ARTICLE 42	Zoning By-Law	Amend Zoning By-Law Section 7600
ARTICLE 43	Zoning By-Law	Amend Zoning By-Law Section 8402
ARTICLE 44	Zoning By-Law	Amend Zoning By-Law Section 8600
ARTICLE 45	Zoning By-Law	Amend Zoning By-Law Section 8680
ARTICLE 46		Community Energy Aggregation Program

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### **ARTICLE 36**

To see if the Town will vote to amend the Zoning Bylaw Section 2100 by adding the text underlined below:

**2100. ESTABLISHMENT.** For the purpose of this By-Law, the Town of Tewksbury is divided into the types of zoning districts set forth below:

Residence 40 District	(R40)
Farming District	(FA)
Limited Business District	(LB)
Commercial District	(COM)
Transitional District	(TR)
Park District	(P)
Municipal District	(MN)
Multiple Family District	(MFD)
Multiple Family Dwelling/55	(MFD/55)
Community Development District	(CDD)
Heavy Industrial District	(HI)
<u>Heavy Industrial District 1</u>	<u>(HI1)</u>
Office/Research District	(OR)

Planning Board

**Executive Summary:** Heavy Industrial District 1 was a district approved in 2014. This article adds it to the list of underlying zoning districts.

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### **ARTICLE 37**

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by adding a new section as identified below:

**2320. Rules for interpretation of overlay zoning district boundaries.** When the following overlay districts, TCOD, VROD, VMUOD, SVOD, and CVOD, include a lot of which the underlying zoning is divided between among two (2) or more districts and there is an application for an overlay district use, the requirements of the overlay district shall apply to the entire lot.

Planning Board

**Executive Summary:** To ensure that overlay district requirements apply to an entire lot, even if the underlying zoning is split among two different districts.

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### **ARTICLE 38**

To see if the Town will vote to amend the Zoning Bylaw Section 4210 by adding the underlined text and deleting strikethroughs as shown below:

**4210. Commercial District, ~~and Heavy Industrial and~~ Heavy Industrial 1 Districts.** Structures may be allowed in excess of 35 feet or two and one-half stories in the Commercial District ~~and Heavy Industrial and Heavy Industrial 1 Districts~~ upon the issuance of a special permit from the Planning Board. In no event shall a special permit be issued for structures in excess of 60 feet or 5 stories.

Planning Board

**Executive Summary:** This article makes the text consistent with the subject line.

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### **ARTICLE 39**

To see if the Town will vote to amend the Tewksbury Zoning Bylaw Section 4240 by adding the last sentence as identified by the underlined text below.

**4240. Single Family Structure Located In Commercial and Industrial Districts.** A single-family building designed exclusively for residential occupancy may be allowed in a Commercial (COM) District or Heavy Industrial (HI) District upon the issuance of a special permit from the Planning Board; provided, however, the Planning Board, after hearing and as a condition precedent to the granting of such special permit, shall find that the lot in question was in existence and on record on or before the date of adoption of this Section 4240; that said lot was clearly defined; not held in common ownership; and, conformed to the then existing zoning at the time of said recording or endorsement and continues to so conform or is otherwise determined to be legally “non-conforming” by written notification from the Building Commissioner. The provisions of this Section 4240 shall not apply to any lot created by any means whatsoever from and after said date of adoption, meaning and intending that only one (1) single-family building may be constructed on said lot. The dimensional requirements for the proposed single family building as permitted under this section shall comply with the dimensional requirements as listed in Appendix B- Table of Dimensional Requirements for R40 rather than the dimensional requirements of the Commercial or Industrial District in which the lot is located.

Planning Board

**Executive Summary:** To clarify that a single family building that is permitted under this section of the bylaw is to meet the R40 zoning district dimensional requirements.

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## **ARTICLE 40**

To see if the Town will vote to amend the Tewksbury Zoning Bylaw Section 5120 by making the changes noted below where additions are identified as underlined and deletions as strikethroughs:

**5120. Relief from Parking Regulations by Special Permit from the Planning Board.** Should an applicant request relief only from parking requirements, and not under Section 9415 of this Bylaw. ~~The~~ the Planning Board, by special permit, may authorize a decrease in the number of parking spaces required hereunder provided that:

Planning Board

**Executive Summary:** To clarify that Section 5120 refers to parking requirement relief specifically sought under this section and not related to waiver requests under Section 9415.

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## **ARTICLE 41**

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by taking the following steps (Steps 1-6) to create a new Section 6700 Westside Neighborhood Business District:

Step 1: Create New Section 6700 as follows:

### **6700. WESTSIDE NEIGHBORHOOD BUSINESS DISTRICT**

**6701. Purpose.** The purposes of the Westside Neighborhood Business District (WNBD) are to:

- a) Acknowledge that the Woburn Street corridor serves both the residential and commercial west-side neighborhoods as well as users of Interstate I-495 and the Commuter Train Station nearby on the same corridor in the Billerica.
- b) Promote compact development that is pedestrian-oriented;
- c) Minimize impacts on public services and maximize the efficient use of public infrastructure; and
- d) Increase the town's tax base by creating a supportive, well designed small business and services environment, while attracting new investment and promoting economic development on larger sites.

The following bylaw is intended to support the goals, objectives and recommendations outlined in the Town's Master Plan, and the Town of Tewksbury Affordable Housing Plan and Housing Production Strategy.

**6702. Boundaries.** The boundaries of the Westside Neighborhood Business District are shown on the Zoning Map, on file in the office of the Town Clerk.

**6703. Use Regulations and Definitions.** Uses found in Appendix A.

**6704. Prohibited Uses.** Section 3105 and Section 3230 govern prohibited uses and accessory uses in addition to uses not allowed in Appendix A for the Westside Neighborhood District.

**6705. Site Plan Special Permit.** As required in Section 9400 of the Zoning Bylaw.

**6706. Concept Plan.** Prior to the application for approval of any Special Permit in the WNBD, a preliminary plan called a "Concept Plan", shall be filed for review with the Planning Board. The submitted Plan shall be consistent with the purposes of Section 6701 and shall include: (a) a site development plan showing the location and footprint(s) of all proposed buildings, changes in grading and topography, parking, landscaping, roads, walkways and access ways, open space, and wetlands; (b) a utilities plan showing the proposed location and types of water, wastewater and stormwater facilities, including hydrants; (c) a lighting plan; (d) a sign plan; and, (e) subdivision plan(s), if applicable. The Planning Board may solicit public comment on the Concept Plan. Any comments of the Planning Board on the Concept Plan shall be advisory in nature only and shall be without binding effect on either the Planning Board or the Applicant.

**6707. Dimensional Requirements** are as found in Appendix B of the Tewksbury Zoning Bylaw.



**6708. Parking Requirements** are as found in Appendix C of the Tewksbury Zoning Bylaw.

Step 2: Amend Appendix A: TABLE OF USE REGULATIONS by adding a WNB column as follows:

<b>A. RESIDENTIAL USES</b>	<b>WNB</b>
1. Single-family dwelling	PB
2. Two-Family dwelling	N
3. Multi-family dwelling	N
4. Multi-family dwelling/55	N
5. Community Development Project	N
6. Cluster Development	N
7. Open Space Residential Design	N
8. Family Suite By Right	N
9. Family Suite By Special Permit	PB

<b>B. EXEMPT AND INSTITUTIONAL USES</b>	<b>WNB</b>
1. Use of land or structures for religious purposes	Y
2. Use of land or structures for educational purposes on land owned or leased by the Commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination, or by a nonprofit educational corporation	Y
3. Child care facility in existing building	Y
4. Child care facility in new building	PB
5. Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture on a parcel of more than five (5) acres in area	Y
6. Facilities for the sale of produce, and wine and dairy products on exempt agricultural sites	Y
7. Cemeteries, private	N

<b>B. EXEMPT AND INSTITUTIONAL USES</b>	<b>WNB</b>
8. Municipal parks and playgrounds	Y
9. Other municipal facilities	PB
10. Essential services	PB
11. Water towers and reservoirs	PB
12. Hospital	PB

<b>C. COMMERCIAL USES</b>	<b>WNB</b>
1. Nonexempt farm stand for wholesale or retail sale of products	N
2. Nonexempt educational use	PB
3. Nonexempt agricultural use	N
4. Animal clinic or hospital; kennel	N
5. Personal service establishment	PB
6. Funeral home	N
7. Hotel/motel	N
8. Bed and Breakfast	N
9. Retail food or drug store	PB
10. Retail sale of alcoholic beverages	PB
11. Retail sales not elsewhere set forth	PB
12a. Motor vehicle, motorcycle, trailer, all-terrain vehicle, snowmobile, boat or personal water craft sales, rental and leasing	N
12b. Accessory motor Vehicle rental and leasing	N
13. Motor vehicle light service; Motor vehicle general and body repair	N
14. Car wash	N
15. Garage for automotive storage	N

<b>C. COMMERCIAL USES</b>	<b>WNB</b>
16. Limousine, taxicab or livery business	N
17. Automotive stereo systems installations	N
18. Restaurant	PB
19. Restaurant, fast- food or drive-through	PB
20. Business or professional office	Y
21. Freestanding ATM or kiosk for public use	N
22. Adult day care	N
23. Indoor commercial recreation	N
24. Outdoor commercial recreation	N
25. Membership club, civic, social, professional or fraternal organization	PB
26. Adult use establishment	N
27. Wireless Communications Facility	
28 Airport, airfield or airstrip	N
29. Mobile parked food service	N
30. Itinerant roadside vending	N
31. Massage parlor	N
32. Major Commercial Project	N
33. Massage Therapy (Licensed)	PB
34. Garaging or parking of one light commercial vehicle.(Accessory Use Only)	PB
35. Garaging or parking of two light commercial vehicles.(Accessory Use Only)	PB
36. Garaging or parking of three or more light commercial vehicles.(Accessory Use Only)	PB
37. Garaging or parking of one heavy commercial vehicle. (Accessory Use Only)	PB
38. Garaging or parking of two or more heavy commercial vehicles.(Accessory Use Only)	N

<b>C. COMMERCIAL USES</b>	<b>WNB</b>
39. Drive-through facility	PB

<b>D. INDUSTRIAL USES</b>	<b>WNB</b>
1. Removal of loam, sand or gravel	N
2. Research laboratories, manufacture of equipment, electronics industry, assembling of electrical appliances	PB(1)
3. Welding shop	PB(1)
4. Machine shop	PB(1)
5. Stone or monument works	N
6. Ceramic products manufactured by electrical kilns	N
7. Manufacturing	PB(1)
8. Sale of products at retail manufactured on the premises	PB(1)
9. Wholesale, warehouse, self-storage mini-warehouse, or distribution facility	PB(1)
10. Farm supply warehouse	N
11. Heating fuel storage and sales	N
12. Contractor's yard or landscaping business	N
13. Junkyard or automobile salvage yard	N
14. Transportation or freight terminal	N
15. Truck stop	N
16. Steel Fabrication	N

Step 3: Amend Appendix B TABLE OF DIMENSIONAL REQUIREMENTS BY ADDING WNB as follows:

DISTRICT	Min. Lot Area (acre)	Min. Frontage (ft.)	Min. front yard (ft.)	Min. side and rear yard (ft.)	Max. Building Height (stories/ ft.)	Max. Building Coverage (% of lot)
WNB	1.0	150	25	15	2.5/35	15

Step 4: Amend Section 2100 Establishment by adding:

Westside Neighborhood Business District (WNB)

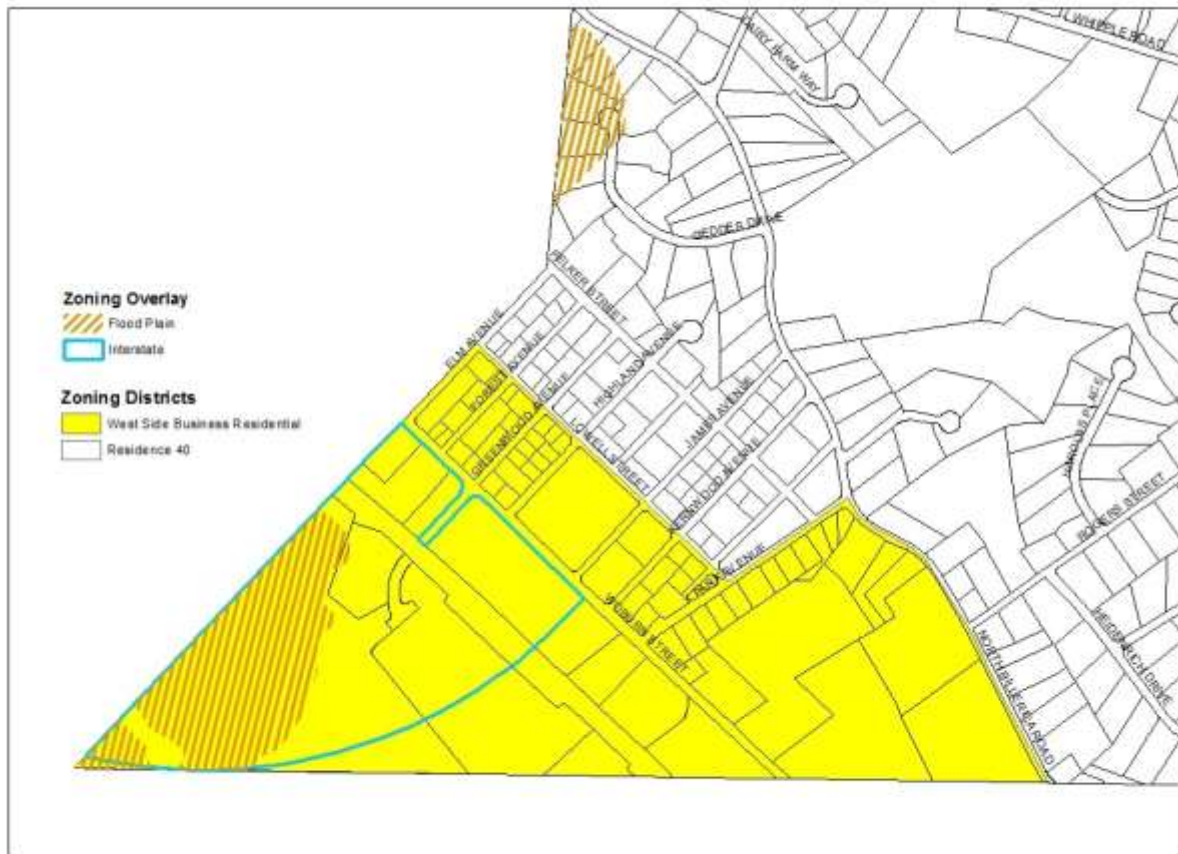
Step 5: Amend Section 3110 as follows where underlined text is new language:

3110. Symbols. Symbols employed in the Table of Use Regulations shall mean the following:

Y	-	Permitted as of right
N	-	Prohibited
SP	-	Special Permit/Board of Appeals
PB	-	Special Permit/Planning Board
BOS	-	Special Permit/Board of Selectmen
ACC	-	Accessory Use Only

PB(1)- Westside Neighborhood Business District- Special Permit/ Planning Board Westerly side of Woburn Street only.

Step 6: Amend the Tewksbury Zoning Map by changing the highlighted area from Heavy Industrial HI to Westside Neighborhood Business District (WNB):



Planning Board

**Executive Summary:** This article meets the Land Use Goal from the 2003 Master Plan by reducing conflicts between industrial zones and adjacent neighborhoods and reorganizes allowed and special permitted uses to strengthen the Town's discretionary powers over uses that are likely to conflict with adjacent residential land uses. The Woburn Street Corridor Study completed by Northern Middlesex Council of Governments in 2011 recommends modifying zoning to allow for additional commercial support services that meet the needs of office and industrial uses as well as addressing potential conflicts between industrial and residential uses through downzoning and transitional zoning.

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#### **ARTICLE 42**

To see if the Town will vote to amend the Tewksbury Zoning Bylaw by deleting Section 7600—Multiple Family Dwellings in the Senior Village District/55 (SVD/55) in its entirety.

Planning Board

**Executive Summary:** The Community Village Overlay District has replaced this district at the intersection of North Street and Andover Street.

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## ARTICLE 43

To see if the Town will vote to amend the Zoning Bylaw Section 8402 by making the changes noted below where additions are identified as underlined and deletions are strikethroughs.

**8402. Scope of Authority.** The Interstate Overlay District is an overlay district that may be superimposed on all Heavy Industrial (HI) and Commercial (COM) zoning districts. All uses permitted in the underlying Heavy Industrial (HI) and Commercial (COM) Districts shall be allowed in the Interstate Overlay District as further described in Appendix A: Table of Use Regulations subject to said existing by-right and special permit requirements. The following additional uses shall also be allowed in the Interstate Overlay District upon the issuance of a Special Permit from the Planning Board: (a) Automotive Refueling Station and accessory uses incidental thereto; (b) Car Wash; and, (c) ~~Garaging and Towing of Motor Vehicles; and, (d)~~ Motor Vehicle Rental or Leasing Agencies, as an accessory use only.

In implementing the provisions of ~~this~~ Section ~~8000~~ 8400, the Planning Board may approve, pursuant to the provisions of ~~this~~ Section ~~8000~~ 8400, not more than one (1) additional Special Permit for the operation of an Automotive Refueling Station during any subsequent calendar year, January 1 – December 31. Such approvals shall be in addition to those Automotive Refueling Stations (a/k/a Gas Stations) existing on the effective date of this Zoning Bylaw that are authorized by Special Permit or do otherwise exist on said date as an authorized grand-fathered use. The establishment of this limitation shall not be deemed to impair or prevent the renewal of any license, special permit, or other governmental approval necessary to operate and maintain an Automotive Refueling Station use granted prior to the effective date of ~~this~~ Section ~~8000~~ 8400.

Planning Board

**Executive Summary:** As the Interstate Overlay District is near interstate interchanges, there are some instances where the land is zoned commercial that are acceptable to the uses proposed.

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## ARTICLE 44

To see if the Town will vote to amend the Zoning Bylaw by making the changes noted below where strikethroughs are deletion of text and underlined words are additions:

**8610. Parking Requirements.** The parking requirement for any use in the TCOD shall be the same as ~~in the underlying zoning classification required in Appendix C: Table of Parking Requirements.~~ The Planning Board may reduce the required number of parking spaces in the TCOD based on the following considerations:

1. The availability of shared parking on another property. The Board may require a shared parking agreement to be submitted as part of the application for development.
2. The availability of public transportation.

**8630. Parking Requirements.** The parking requirement for any use in the ~~CSOD~~ VMOD shall be the same as ~~in the underlying zoning classification required in Appendix C: Table of Parking Requirements.~~ The Planning Board may reduce the required number of parking spaces in the VMOD based on the following considerations:

- a. The availability of shared parking on another property. The Board may require a shared parking agreement to be submitted as part of the application for development.
- b. The availability of public transportation.

**8650. Parking Requirements.** The parking requirement for any use in the VMOD shall be the same as ~~in the underlying zoning classification required in Appendix C: Table of Parking Requirements.~~ The Planning Board may reduce the required number of parking spaces in the VMOD based on the following considerations:

- a. The availability of shared parking on another property. The Board may require a shared parking agreement to be submitted as part of the application for development.

- b. The availability of public transportation.

**8670. Parking Requirements.** The parking requirement for any use in the SVOD shall be the same as ~~in the underlying zoning classification~~ required in Appendix C: Table of Parking Requirements. The Planning Board may reduce the required number of parking spaces in the SVOD based on the following considerations:

- a. The availability of shared parking on another property. The Board may require a shared parking agreement to be submitted as part of the application for development.
- b. The availability of public transportation.

**8690. Parking Requirements.** The parking requirement for any use in the CVOD shall be the same as ~~in the underlying zoning classification~~ required in Appendix C: Table of Parking Requirements except for Assisted Living Facilities and Elderly Congregate Living Facilities which shall provide parking in accordance with Section 7442. The Planning Board may reduce the required number of parking spaces in the CVOD based on the following considerations:

- 1. The availability of shared parking on another property. The Board may require a shared parking agreement to be submitted as part of the application for development.
- 2. The availability of public transportation.

Planning Board

**Executive Summary:** The proposed changes are the same across 5 different overlay districts. The intent is to make clear the parking requirements for uses are located in the Table of Parking Requirements and not to the underlying zoning.

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#### ARTICLE 45

To see if the Town of Tewksbury will vote to amend the Tewksbury Zoning Bylaw and the Zoning Map by adding the land area described below to the zoning map comprising a portion of Community Village Overlay District (CVOD), Section 8680, or do anything in relation thereto.

Map 61 Lot 66 – 155 East St.

Map 61 Lot 67 – 145 East St.

James Andella and others

**Executive Summary:** The adoption of this article will include the land above in a new zoning overlay district along East Street. This Overlay District recognizes the existing nature of the land described above and allows for this as well as other uses, while underlying zoning rights remain intact.

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#### ARTICLE 46

To see if the Town will vote to grant the Board of Selectmen authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation, or take any other action relative thereto.

Board of Selectmen


**Executive Summary:** This article allows the Town to enter into a Community Energy Aggregation program for the bulk purchase of energy supply of all the community's residential and business electric accounts currently on the utility's basic service.

And you are directed to serve the within Warrant by posting up true and attested copies thereof upon the Town Hall and in each precinct, fourteen (14) days at least before the time of holding said meeting; also, leaving additional copies at the Town Hall or at such convenient places as the Selectmen shall think proper in said Town of Tewksbury.

HEREOF, FAIL NOT, AND MAKE DUE RETURNS OF THIS WARRANT, with your doings thereon, to the Town Clerk at the time and place of meeting aforesaid,


Given under our hands this 10<sup>th</sup> day of February in the Year of Our Lord, Two Thousand and Fifteen.


BOARD OF SELECTMEN

  
\_\_\_\_\_  
Todd R. Johnson, Esq., Chairman

  
\_\_\_\_\_  
Scott Wilson, Vice Chairman

  
\_\_\_\_\_  
Bruce Panilaitis, Ph.D., Clerk

  
\_\_\_\_\_  
David H. Gay

  
\_\_\_\_\_  
James D. Wentworth

### **Tewksbury “Adopt A Hydrant” Program**

The **Tewksbury Fire Department** has partnered with **Hy-Viz Inc.** to bring fiberglass hydrant markers to the community. These highly reflective hydrant markers will allow hydrants to be visible, day or night, from a great distance. The markers will help locate snow covered hydrants during the winter months and tree and shrub obstructed hydrants during the warmer months. **Hy-Viz** markers have a stainless steel spring and ring mount for years of maintenance free service. We have chosen the "Patriot Banding" design for use in Tewksbury.

Donation Made by: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address of Hydrant(s) to be adopted:

(I.e. in front of 123 Main Street)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tewksbury Fire Department  
c/o: Adopt a Hydrant Program  
21 Town Hall Avenue  
Tewksbury, MA 01876

Cost of each marker: \$ 14.99  
# of hydrant markers purchased: x \_\_\_\_\_  
Total: = \_\_\_\_\_

Once a group of orders have been placed, the Fire Department will locate the adopted hydrants and place the reflective markers with "Patriot Banding" design. In the event that there are multiple requests for marking the same hydrant, we will place the marker one of the many critical hydrants that we have in town that may be overlooked. We will notify residents or businesses of our placement once the marker is in place.

For additional information visit: [www.tewksbury.info/Pages/TewksburyMA\\_Fire/hydrant](http://www.tewksbury.info/Pages/TewksburyMA_Fire/hydrant)

***Thank You for your support!***

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### **What is a “File of Life”?**

A “File of Life” is a mini medical history posted on the outside of one’s refrigerator, or personally carried in a person’s wallet. The “File of Life” card enables EMT’s to obtain a quick medical history when the patient, who, in a frightened state, may forget to mention something important.

The card which is kept in a red plastic pocket labeled “File of Life”, lists the patients name, emergency medical contacts, insurance policy and social security number, health problems, medications, dosages, allergies, recent surgeries, doctors name and a health care proxy. The entire pocket is held with a magnet to the outside of the refrigerator. Details will be provided at the fire stations or call 978-640-4410.

#### **Who should have one?**

-Anyone who has many or complicated medical problems and or takes many medications.



Please take a moment to sign up to be notified by your local emergency response team in the event of emergency situations or critical community alerts. Examples include: evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports:  
<http://cne.coderedweb.com/>

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### **Unwanted Medication Kiosk available 24/7**

The Unwanted Medication Kiosk is located in the Tewksbury Police Station lobby, 918 Main Street. The kiosk is available 24/7. Please place unwanted medication in plastic sealed bags that will fit in Kiosk slot only. Do not include liquids or sharps. Please contact the Police Department with any questions or concerns: 978-640-7373

**FACEBOOK:** Library: [www.facebook.com/TewksburyLib](http://www.facebook.com/TewksburyLib)

Tewksbury Farmers Market: [www.facebook.com/pages/Tewksbury-Farmers-Market/1503117429909936](http://www.facebook.com/pages/Tewksbury-Farmers-Market/1503117429909936)

Town: [www.facebook.com/pages/Town-of-Tewksbury/393895750722817](http://www.facebook.com/pages/Town-of-Tewksbury/393895750722817)

**TWITTER:** Library: @TewksburyLib Police: @TewksburyPD Tewksbury Farmers Market: @FarmerMkt Town: @TownofTewksbury

**WEBSITE:** Library’s Website: [www.tewksburypl.org/Pages/index](http://www.tewksburypl.org/Pages/index) Town’s Website: [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov)



## **GLOSSARY OF TERMS**

**Town Meeting:** A duly called meeting in which all Town of Tewksbury registered voters are eligible to participate to act upon fiscal issues, zoning changes, by-law amendments, and other matters affecting the Town. Each voter has one vote in the decision making process.

The Annual Town Meeting is held each May to decide issues for the fiscal year starting July first. Special Town Meeting(s) may be called at other times, to address issues that cannot wait for the next Annual Town Meeting, a Special Town Meeting is called by the Board of Selectmen; or by a petition of 200 registered voters.

**Warrant:** Public notice of business to be considered at the Town Meeting. It is publicly posted in each Precinct throughout the Town, on the Town's Website <http://www.tewksbury-ma.gov/board-of-selectmen/pages/town-warrants> and describes all of the Articles which will be acted upon at the Town Meeting.

**Article(s):** Individual subjects are described in the articles so that all voters are warned of potential action to be taken. The scope of each article sets the bounds of action that may be taken. Articles are submitted by the Town Departments or by voter petitions. Articles submitted by voter petitions require ten (10) or more registered voters signatures for insertion in the Annual Town Meeting Warrant, and one hundred (100) or more registered voters signatures for insertion in a Special Town Meeting Warrant.

**General Information:** The Moderator presides at the Town Meeting and is responsible for the ruling on procedural matters, overseeing an orderly debate, announcing the result of all votes and preserving decorum.

The proceedings are governed by Town Meeting Time, a handbook of parliamentary law prepared under the auspices of the Massachusetts Moderators Association. This guide may be simpler and easier to understand than the more widely known and consulted Robert's Rules of Order. Copies are available for reference at the Town Clerk's Office, Board of Selectmen's Office and the Tewksbury Public

Library. Registered voters are entitled to attend, address and vote at the Meeting. Visitors may attend the meeting and shall sit in the "reserved for visitors" section.

A voter desiring to speak should approach the microphone, await recognition by the Moderator, and identify him or herself when recognized by name and address.

**Motions, Motions to Amend, and Votes Required:** An Article in the Warrant states a question for the Town Meeting voters to answer. Separate issues are described in the Town Meeting Articles so that all voters are warned of potential action to be taken. The scope or intent of each Article set the bounds of action that may be taken. Customarily the Finance Committee Chairman makes the first or Main Motion or if the Article relates to the Zoning By-law the Planning Board Chairman will make the first or Main Motion. The sponsor or Petitioner of an article also may make the first or Main Motion.

The Motion is then open for discussion by the assembly.

Motions to Amend the Main Motion, which is within the scope or intent of the Article, may be made on the Town Meeting floor.

Ordinarily motions require a majority vote of the voters present and voting for an Article to pass. Certain motions require a 2/3, 4/5 or a 9/10 vote to pass because of the provisions of the Town By-laws or Massachusetts General Laws. The Moderator will announce the voting requirement before each vote requiring more than a majority vote.

**Motions For Indefinite Postponement of an Article:** A motion to Indefinitely Postpone an Article is equivalent to a motion to take no action on the Article. If the Motion to Indefinitely Postpone the Article is Adopted; the Article is defeated.

**Reconsideration of an Article:** No vote on a prior Article shall be Reconsidered except to correct a procedural defect, scrivener's error or an oversight. Reconsideration for the above exceptions requires a majority vote.

**Move the Question:** The voters have heard all the discussion that they wish to hear on the pending Article and prefer to vote at once.

The Moderator shall allow those presently standing, at the time of the motion, the opportunity to be heard and then he or she will take the vote to Move the Question.

**Rules to Govern Speakers:** No voter shall speak twice on any one subject, if any other voter who has not spoken already and is standing to be recognized by the moderator. No voter shall speak for more than five minutes at one time, except by vote of permission of the assembly.

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Town: [www.facebook.com/pages/Town-of-Tewksbury/393895750722817](http://www.facebook.com/pages/Town-of-Tewksbury/393895750722817)

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